



## AIR TINDI LTD.

126 Bristol Avenue | Yellowknife, NT | X1A 3T2

Yellowknife Direct  
Toll Free

1-867-669-8200  
1-888-545-6794

## STORES AGENT

### OUR COMPANY

Air Tindi Ltd. prides itself on safety, customer satisfaction and professionalism. Together with our *dedicated* partnerships, passionate employees and a diversified fleet of aircraft built for the North, we remain at the forefront of on demand and scheduled services in Northern Canada.

While based in Yellowknife NT, Air Tindi has been providing services for over 35 years, across Canada and in many different capacities, including essential schedule services to Northern communities, commercial industries (mining), tourism, government, and community support services.

Fleet: de Havilland Canada Dash-7, de Havilland Canada Twin Otter, Beech King Air 250, de Havilland Canada Turbo Otter, Cessna Caravan.

### OVERVIEW

Reports to Supply Chain Manager

The Stores Agent will be responsible for:

- Responsible for receiving, shipping, warehousing, storing, dispersing and recording parts, equipment and supplies in accordance with established policies and procedures;
- Responsible for helping internal customers with needs such as picking and issuing aircraft parts, equipment and supplies;
- Preparation and shipping of parts orders to our outlying airline bases;
- Ensure that shipments and pickups are processed and expedited efficiently;
- Warehouse and store parts and supplies, maintaining the Stores areas in an orderly condition;
- Prepare shipments for ground transportation and arrange local pick-ups/drop-offs using courier or other approved methods;
- Process orders and perform inventory, ensuring that related records are accurate and current;
- Carrying out Dangerous Goods Shipping as required;
- Other duties as assigned.

### REQUIREMENTS:

- Ability to work with minimal supervision;
- Valid Canadian driver's license
- Ability to work shift work (days/nights);
- Strong communication skills both verbal and written.

### COMPENSATION:

- Competitive Wages

**EXPERIENCE COUNTS**



- Group RRSP Matching
- Work life balance
- Interline Travel
- Health and Dental Benefits
- EFAP Employee, Family Assistance Program
- Work parties
- Stocked Kitchen

#### PERKS OF LIVING IN YELLOWKNIFE:

- Small Community Feel
- More than 15km's of trails, 4 off leash dog parks
- Deep Heritage
- 700 recreation & leisure programs year round
- Amazing views, and long summer days
- Higher than average incomes
- Short commutes
- Over a dozen lakes
- Two words: Northern Lights
- A little something for everyone

At Air Tindi we work together to provide an inclusive environment. We are committed to employment equity and encourage qualified candidates from all backgrounds to apply.

Please send your resume to [HR@airtindi.com](mailto:HR@airtindi.com)

We want to thank all applicants for their interest, only those selected will be contacted for an interview.